



Jefferson County, Wisconsin

Request for Proposal

Boiler Replacement Project

Proposals Due: August 5, 2016

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Boiler Replacement Project

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1.1 Introduction

The primary objective of this process is the procurement of a boiler replacement at Jefferson County Courthouse located at 311 S. Center Ave, Jefferson, WI 53549.

This project includes the removal of the existing boilers, pumps, piping, venting and electrical.

Incurred costs

Jefferson County is not responsible for any costs incurred by the Vendor in the preparation of the proposal, participation in the Vendors' meeting, or for any other cost in responding to the RFP.

2.0 Proposal Submittal Instructions:

2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on the county website (<http://www.jeffersoncountywi.gov/>) under the Doing Business tab.

Activity	Time	Date
RFP released	TBD	7/15/16
Submission of proposals due	4:30 pm	8/5/16
Infrastructure Committee review	TBD	TBD
County Board Approval	7:00 P.M.	8/8/16
Anticipated project start date	TBD	TBD

2.2 Submission of Questions

Questions shall be submitted to: Mark Miller, Central Services Director
311 S Center Ave
Jefferson, WI 53549
(920) 674-7198
markm@jeffersoncountywi.gov

2.3 Site Visits

Contractors should contact Mark Miller at (920) 674-7198 to arrange a time for a site visit.

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2.4 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked **“Boiler Replacement Proposal”**. **Vendors shall submit 2 copies of their proposal in paper form.**

Sealed Proposals must be delivered no later than 4:30 p.m. on August 5, 2016 to:

**Jefferson County
Administration
311 S. Center Ave, Room 111
Jefferson, WI 53549**

2.5 Opening of Proposals

The proposals will be opened in the Administration Office:

Room 111
311 S. Center Ave.
Jefferson, WI 53549

2.6 Ownership of Proposals

All proposals become the property of the County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Vendor agrees that the County may copy the proposal for purposes of facilitating the evaluation.

2.7 Other information

Vendors may submit any other information that is not described in this RFP that would be beneficial to the County. If in the Vendor's opinion the County has overlooked any material or relevant item, such item(s) may be brought to the County's attention and be included in the proposal.

2.8 Public Records Law

All proposals are subject to the Wisconsin Public Records Law.

2.9 Bid and Performance Bond

Each bid submitted must be accompanied by a cashier's check, certified check, or a bid bond prepared on the surety's standard form duly executed by the bidder as principal and having as surety thereon a surety company licensed in the State of Wisconsin, in the amount of five percent (5%) of your total bid price, payable to the owner as a guarantee that if the bid is accepted, the successful bidder will execute and file with the owner within ten (10) days from the date the lowest responsible bidders bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond, for the faithful performance of this project and for the complete payment of all persons either performing labor or furnishing materials for the completion of this project. If the bidder fails to file such certificate and bonds within ten (10) days from the acceptance, the bid security shall be forfeited to the owner as liquidated damages. If you submit more than one bid, you will need only to submit one bid bond in the amount of five percent (5%) of your highest bid price. Attorney's-in-fact who sign bid bonds, performance bonds, labor and material payment bonds must file with each bond a certified and currently dated copy of their power of attorney. Failure to include the bid bond with you bid will result in the rejection of your bid.

Checks used as bid security will be returned to all except the successful bidder within ten (10) business days of the award to the successful bidder. The bid security will be returned to the successful bidder upon satisfactory receipt of performance bond, certificate of insurance, payment bond, and/or any other forms required which may be pertinent to the project. In the event the successful bidder is unable or unwilling to perform pursuant to the terms and conditions of its accepted bid, Jefferson County, may at its discretion, cause the forfeiture of the full amount of the security or bond.

3.0 Terms and Conditions:

3.1 The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

3.2. The County reserves the right to re-issue any requests for proposals.

3.3. Upon the selection of a finalist Vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this Vendor. If the County, for any reason, is unable to reach a final agreement with this Vendor; the County reserves the right to reject such Vendor and negotiate a final agreement with the

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Vendor who has the next most viable proposal or bid. The County may also elect to reject all proposals and re-issue a request for proposal.

3.4 Clarification of proposals: The County reserves the right to obtain clarification of any point in a Vendor's proposal or obtain additional information.

3.5 The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

3.6 The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

3.7 The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Vendor.

3.8 The Vendor, if selected, agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.

3.9 Insurance

3.9.1 The Vendor, if selected, agrees that in order to protect itself as well as the County, its officers, Board, and employees under the indemnity provisions set forth in the paragraph above, Vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: minimum amount statutory
- Comprehensive General Liability and Auto: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Excess Liability coverage: \$1,000,000 over the General Liability and Automobile Liability Coverage

3.9.2 The County shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Vendor will furnish the County with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the County upon any matter herein indemnified against, County shall cause notice in writing thereof to be given to Vendor by certified mail, addressed to its post office address. The County shall cooperate with Vendor and its attorneys in defense of any action, suit or other proceedings.

4.0 Vendor Qualifications:

Vendors shall prepare and submit a qualifications proposal in the following order:

4.1 Letter of interest (not to exceed two pages)

4.2 Table of contents

4.3 Vendor experience and qualifications

4.3.1 Type of organization:

- a. Corporation proposing as a single entity for all services
- b. Corporation proposing as a prime entity for all services with sub-consultant(s).
- c. Joint Venture.
- d. Partnership.
- e. Other.

4.3.2 Length of time in business and ownership history of prime and its sub-consultant(s) or joint venture partner(s).
[If prime entity is a wholly owned subsidiary of another corporation, please provide details]

4.3.3 Location of principal office that will be responsible for implementation of this contract.

4.3.4 Location of other offices from which resources may be drawn.

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4.3.5 Size, resources and capabilities of responding entity;

- a. Organizational structure of Business Entity for this project (partners, associates, consultants, subcontractors and other participants and titles)
- b. Services and professional disciplines provided in-house by prime responding entity.

4.4 Relevant Experience

4.4.1 Company experience providing similar services to other Wisconsin Counties, municipalities and counties in other states.

4.5 Organization and Key Personnel - please identify primary contact and any key support personnel

4.5.1 Qualifications of key personnel/staff providing services under this proposal. Indicate firm of origin where more than one company is involved if prime business entity is responding.

4.6 References

Provide client agency name, contact name, title, address, and phone number of at least three clients that this type of service was performed.

5.0 Scope of Work

Vendors shall prepare and submit a Scope of Work that includes but is not limited to the following.

- Provide and install two (2) Boilers or equivalent.
- Provide and install two (2) Boiler Control packages or equivalent.
- Reestablish all electrical connections from the new unit to the existing system.
- Reconnect all hydronic piping from the new unit to the existing system.
- Reconnect vent piping.
- Reconnect natural gas line to the new boiler.
- Provide and install all temperature and pressure controls.
- Provide a final system test to verify the unit is operating at the manufacturer's advertised specifications.

The facility and surrounding grounds shall be restored to their original condition.

Heating Boilers

This section contains specifications for hot water boilers. Included are the following requirements:

Reference Standards

- AGA/CGA
- ASME Code Section IV
- UL

Quality Assurance

Boiler system shall be factory assembled, hot water boiler-burner units designed for sealed combustion venting. Unit shall be constructed in accordance with ASME boiler and pressure vessel codes. Unit shall be constructed for minimum working pressure of 160 PSIG water.

Unit shall have minimum thermal efficiency of at least 85 percent. Electrical wiring shall be oil, heat and moisture resistant. Provide transformers, relays, switches and controls for fully operating system. Electrical components shall be factory prewired, terminal located and enclosed in unit-mounted, dust-tight control panel with key lock hinged front access door. Electrical components shall be U.L. listed. Control circuits shall be 460 volt.

High limit and low water controls shall have manual reset feature. Temperature sensing elements mounted on boiler shell must be insertion type with separable well sockets.

Unit shall be factory fire tested.

Warranty

Unit heat exchanger shall be warranted for 15 year boiler vessel and 1 year parts.

The manufacturer shall provide a written service warranty which shall provide factory authorized service for a period of one year following the acceptance of the installation.

Manufacturers

The following manufacturers and models are recommended or equivalent subject to compliance with specified requirements listed below:

Manufacturer: Dedietrich

Model/Series: GT-430

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Hot Water Fittings

Hot water fittings shall include ASME rated relief valve set at 75 psig, probe type low water fuel cutoff set at 2 inches above lowest safe water line, drain valve, adjustable operating temperature controller with minimum setting of 140 degrees F and with maximum setting not to exceed 210 degrees F and adjustable high limit temperature controller with a maximum setting not to exceed 230 degrees F, and have manual reset.

Unit Controller

Unit control shall be from unit mounted electronic controller. Boiler controller shall include self-diagnostic features, LED displays for operating temperatures and include pilot lights to indicate and monitor air, transformer, burner, ignition, high/low gas pressure, water flow, gas valves, pre-purge, post purge and safety shutdowns.

The unit controller shall be fully integrated to Metasys Control System by installing contractor. For more control details contact Paul Berg at Johnson Controls.

Burner Valves and Specialties

Burner valves and specialties shall include the following components:

- Gas shutoff valve
- Pressure regulator(s)
- Low and high gas pressure cutout switches
- Automatic main and redundant gas valves
- Burner operation and firing sequence shall be full modulation

Accessories

Vent piping and fittings shall be furnished for installation by the boiler manufacturer in a single kit specific for boiler and project.

Provide remote outside sensor transmitter.

Installation

Manufacturer shall provide services of factory trained serviceman to supervise installation, initial start-up, and testing of boiler-burner unit. Two (2) copies of written start-up report shall be submitted to owner following start-up and acceptance of installation by manufacturer's representative. Written report shall be signed by serviceman responsible for performing start-up and adjustment work. Report shall state scope of work done, indicate readings taken, including combustion efficiency test, and certify boiler-burner unit has been placed in proper running condition as recommended by manufacturer.

Boiler-burner unit shall be mounted on level concrete support base. Utilize existing concrete support base where at least 4 inch high concrete support is available.

Discharge of boiler relief or safety valves shall be piped individually and sized to nearest floor drain. Extend condensate (as applicable) drain line from boiler and boiler venting individually to nearest floor drain. Vent connections on pressure regulating valves shall be piped separately to outside atmosphere and terminated with insect screened, weatherproof cap.

Venting

Breechings, chimneys and stacks for venting specifications.

Venting piping and fittings shall be compatible with boiler application. Vent unit in accordance with manufacturer's requirements. Install venting to maintain appliance sealed combustion rating.

5.1 Project Timeline for all phases of project implementation with dates and deliverables for application and any other work the Vendor would perform to complete this project.

6.0 Proposal Pricing:

6.1 Total proposed costs.

6.2 Payment

Jefferson County's preference is to pay for goods/services on P-Card. Indicate in the pricing document whether you will accept MasterCard for payment purpose. If so, all pricing must be inclusive of any and all fees associated with the acceptance of MasterCard; i.e. vendors are not to add notions such as "+3% service fee."

In addition, vendor should note how many days after receipt and acceptance of goods/services or receipt of invoice (whichever is later), payment must be processed to accept the credit card. Please keep in mind that we will not process payment until/unless compliance with the requirements/receipt of goods are confirmed and that Jefferson County requires a minimum of (2) days to process p-card payments.

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If you are unable to accept credit card, payment will be made within thirty (30) days after acceptance of goods/services and receipt of a properly documented invoice. Note: Invoice must be sent to the location specified on the purchase order to avoid delays in payment. Vendors who wish to quote a discount for early payment against a purchase order may do so (reference the payment terms in the Pricing Document). For example: 1%/10 days. Discounts will be taken into consideration with evaluating costs.

7.0 Evaluation of Proposals:

7.1 Evaluation Criteria

Jefferson County will evaluate proposals based on but not limited to the following: cost, vendor qualifications, experience and references.

7.2 Vendor Interviews

The County may contact vendors to clarify information in the vendor's proposal.